

# **Board of County Commissioners**

Leon County, Florida

## **Workshop on Emergency Preparedness and Response for Leon County**

*October 11, 2005*  
**12:00 – 3:00 P.M.**

**Leon County Board of County Commissioner Chambers  
Leon County Courthouse, 5<sup>th</sup> Floor**

**This document distributed: October 6, 2005**

## **Board of County Commissioners Workshop**

Date of Meeting:   October 11, 2005

Date Submitted:   October 6, 2005

To:                   Honorable Chairman and Members of the Board

From:               Parwez Alam, County Administrator  
                      Richard Smith, Director, LCSO Division of Emergency Management

Subject:            Workshop on Emergency Preparedness and Response for Leon County.

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### **Statement of Issue:**

This workshop item presents additional information to the Board regarding Leon County's existing emergency preparedness, response and recovery plans and requests Board acceptance of this report.

### **Background:**

During their regular meeting on September 20, 2005, the Board of County Commissioners directed staff to schedule an "omnibus" workshop regarding Leon County's existing Comprehensive Emergency Management Plan (CEMP). Included in their direction was the Board's desire for the workshop to include the participation of each of the community's partners for disaster preparedness, response and recovery efforts. As further detailed in the attached agenda, this workshop will be conducted by staff from the Leon County Sheriff's Office, Division of Emergency Management (LCSO/DEM) and will include a series of presentations from the community's emergency response agencies including the American Red Cross, the Health Department, local law enforcement and other emergency response agencies (Attachment #1).

### **Analysis:**

The following analysis presents the Board with additional information regarding the four key sections of this emergency management workshop: mitigation, preparedness, response, recovery and recommendations for further improvement. Significantly, each participant is also expected to bring additional handout materials for the Board's consideration during their workshop presentations.

### **Emergency Preparedness/Mitigation:**

A majority of the County's emergency preparedness activities are included in the Leon County Comprehensive Emergency Management Plan. Presenters during this section will provide an overview of that plan and County ordinances relating to the Board's authority and responsibilities during local states of emergency. Additionally, representatives from the State's Division of Emergency Management will provide an overview of state law on this issue and how the state coordinates emergency preparedness efforts with its local partners. Also included in this part will be an overview of County evacuation plans, including those for special needs residents (elderly and infirm) and an overview by the American Red Cross of the Regional 2005 Hurricane Survival Guide.

*Emergency Response:*

The County's response efforts to natural disasters also follow the County's comprehensive emergency management plan. Presenters in this section will provide an overview of the emergency alert, mobilization and response phases of that plan. This will include information on what event results in the activation of the County's Emergency Operations Center (EOC), public information initiatives that occur during a disaster, and the provision of mass care to affected citizens.

An overview of how County and City public works departments respond to a disaster, including the repair and maintenance of storm-damaged transportation facilities will be provided. The County Health Department, County EMS, Tallahassee Memorial Hospital and Capital Regional Medical Center will discuss how they provide healthcare in response to disasters. Leon County Schools and representatives from each institution of higher education will also detail their response plans for education during times of a disaster.

*Emergency Recovery:*

Recovery from emergencies normally occurs in at least two distinct phases: immediate and long term. An overview of the actions undertaken during the immediate recovery period by law enforcement, healthcare, mass casualty and public works (including utilities) agencies will be provided during this section of the workshop. This section will also include a presentation by the City to discuss how the City coordinates with the County and other partners as part of an emergency recovery initiative.

Depending upon the severity of the emergency, the long term recovery phase can take from weeks to months to years. In the most severe cases, such as recovery from Hurricane Katrina, the recovery phase can take years. The discussion of long term recovery initiatives will include an overview of FEMA participation, building inspection efforts, Red Cross initiatives and an overview of the County's Continuity of Operations Plans (COOP). As the Board is aware, the COOP plan is intended to insure the continuance of essential County services during the response and recovery phases of an emergency. This plan details how County legislative, administration and critical operations can remain active, including relocation if necessary, for an extended period of time as the recovery phase advances toward the return of normal County operations.

*Recommendations for Further Improvement:*

This section will include an overview of recommendations for the further improvement of the County's emergency response system. This will include a presentation by the Division of Emergency Management, and Sheriff Campbell related to the creation of a joint emergency operations center. In addition, staff will present a series of recommendations related to further improving public information initiatives as part of County emergency readiness activities.

At this time, staff recommends that the Board accept the presentations of the participants of this workshop and this report (Option #1, on Page #3).

**Options:**

1. Accept the report on Leon County emergency preparedness and response activities.
2. Do not accept the report on County emergency preparedness and response activities.
3. Board direction.

**Recommendation:**

Option #1.

**Attachments:**

1. Overview of Scheduled Workshop Presentations.

Emergency Preparedness Workshop Agenda  
October 11, 2005  
12:00 P.M.- 3:00 P.M.

- Welcome-Richard Smith, Director, Leon County Sheriff's Office, Division of Emergency Management (LCSO/DEM)
- **PREPAREDNESS/MITIGATION:**
  - Storm Hazards-Paul Duval, Meteorologist in Charge, National Weather Service, Tallahassee, Florida
  - Home Protection-Leslie Chapman-Henderson, President and CEO, Federal Alliance for Safe Homes (FLASH)
  - Local Mitigation Strategy-Tony Park, Director, Leon County Public Works
  - Apalachee Region Hurricane Evacuation Study-Bob Collins, Senior Planner III, PBS&J
  - Hurricane Survival Guide-Richard Smith, Director, LCSO/DEM/Chris Floyd, Director, Disaster Services, Capital Area Chapter American Red Cross (ARC)
  - Disaster Resistant Neighborhood Program-Chris Floyd ARC
  - Capital Area Citizens Corps-Chris Floyd ARC
  - Disaster Planning for Business and Industry-Chris Floyd ARC
  - Volunteer Leon-Jeri Bush, Director, Leon County Volunteer Services Center
  - State of Florida Emergency Management Overview-Mike Delorenzo, Chief, Bureau of Preparedness and Response, Florida Division of Emergency Management (FDEM)
  - Chapter 252. Florida Statutes, Leon County Ordinance 93-16-Herb Thiele, County Attorney
  - Leon County Comprehensive Emergency Management Plan (CEMP)-Richard Smith, Director, LCSO/DEM
  - Nursing Home Evacuation Plans-Robby Powers, Coordinator, LCSO/DEM
  - Special Needs and Assistance Population Program (SNAPP)-Edith Taylor, 9-1-1 System Manager, LCSO/DEM
- **RESPONSE:**
  - Monitoring Phase-Emergency Management, Richard Smith, Director, LCSO/DEM
  - Alert/Mobilization/Response Phases
    - Emergency Management, Richard Smith, Director, LCSO/DEM
    - Public Information-Jennie Khoen, Leon County Public Information Officer

- Mass Care-Chris Floyd ARC
- Health-Jack Pittman, Director, Leon County Health Department Public Health Preparedness
  - Capital Regional Medical Center-Richard Chase, Director, Plant Operations CRMC
  - Tallahassee Memorial Healthcare-Debbie Carver, Manager, Emergency Planning
  - Emergency Medical Services-Chief Tom Quillin, Leon County EMS
  - Special Needs and Assistance Population Program (SNAPP)-Edith Taylor, 9-1-1 System Manager, LCSO/DEM
- Animal Issues-Richard Ziegler, Director, Leon County Animal Control
- Law Enforcement Operations-Major Hayward Walker, Leon County Sheriff's Office
- Public Works-Tony Park, Director, Leon County Public Works
- City of Tallahassee-Tom Coe, Assistant City Manager, Public Safety
- Talquin Electric-Bobby Kimbro, Director, Engineering and Operations
- Leon County Schools-Bill Montford, Superintendent, Leon County School Board
- Florida State University-Thomas Jacobson, Director, Environmental Health & Safety
- Florida A&M University-Andy Balogh, Director, Environmental Health & Safety
- Tallahassee Community College-Danny Taylor, Environmental Health & Safety, TCC
- **RECOVERY:**
  - Immediate Recovery Period
    - Emergency Management, Richard Smith, Director, LCSO/DEM
    - Law Enforcement-Major John Schmidt, Leon County Sheriff's Office
    - Public Works-Tony Park, Director, Leon County Public Works
    - Emergency Medical Services-Chief Tom Quillin, Leon County EMS
    - City of Tallahassee-Tom Coe, Assistant City Manager, Public Safety
  - Long Term Recovery
  - State and Federal Recovery Operations-Frank Koutnik, Chief, Bureau of Recovery and Mitigation, FDEM
    - Mass Care-Chris Floyd ARC

- Health-Jack Pittman, Director, Leon County Health Department  
Public Health Preparedness
- Building Inspection-Ray Burroughs, Building Inspector, Leon  
County Growth and Environmental Management
- Public Works-Tony Park, Director, Leon County Public Works
- City of Tallahassee-Tom Coe, Assistant City Manager, Public  
Safety
- Talquin Electric-Bobby Kimbro, Director, Engineering and  
Operations
- Leon County Schools-Bill Montford, Superintendent, Leon  
County School Board
- Continuity of Operations Plans(COOP)-Vince Long, Assistant County  
Administrator
- **RECOMMENDATIONS FOR IMPROVEMENT:**
  - Public Information-Jennie Khoen, Public Information Officer
  - Emergency Operations Center-Richard Smith, Director, LCSO/DEM
- **CONCLUDING REMARKS:**
  - Sheriff Larry Campbell
- **QUESTIONS**